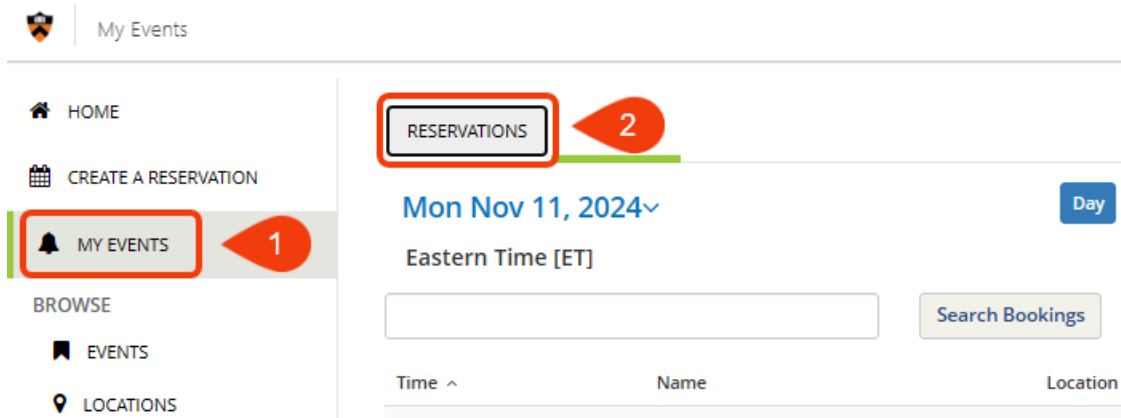


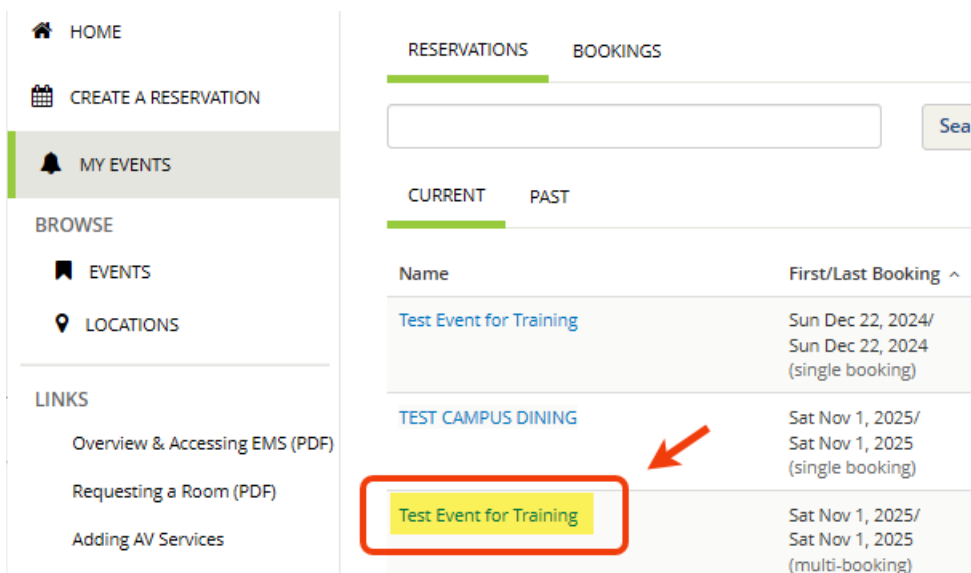
Add Transportation Services to an Existing Reservation

1) Login to the EMS Web App at scheduling.princeton.edu

2) Click “My Events” in the left toolbar. Then, click “Reservations.”



3) Select the event you want to add Transportation Services to.



4) Click “Add Services.”

◀ My Events / Test Event for Training beginning Nov 1, 2025 (338340)

RESERVATION DETAILS

[Edit Reservation Details](#)

Event Name: Test Event for Training

Event Type: Lecture

Bookings

CURRENT PAST Include cancelled bookings

[Cancel Bookings](#) [Booking Tools](#) [New Booking](#)

Edit	Remove	Date ^	Start Time	End Time	Setup Type	Status
✎	-	Sat Nov 1, 2025	3:00 AM	4:00 AM	Bowl	Tentative
✎	-	Sat Nov 1, 2025	3:00 AM	4:00 AM	Classroom	Tentative

Reservation Tasks

- Add Services**
- Booking Tools
- ✕ Cancel Reservation
- View Reservation Summary

5) There are **FOUR SELECTIONS** you can make under the Transportation and Parking section.

Transportation and Parking

Parking

Attendee Parking Traffic and Parking Management

Pick-Up/Drop-Off

More than ten individuals Ten or less individuals

6) Choose “Attendee Parking” if guests or vendors will be driving to campus and will need parking. *PU employees should park in the lots they are assigned to.*

Transportation and Parking

Parking

Attendee Parking

Traffic and Parking Management

Pick-Up/Drop-Off

More than ten individuals

Ten or less individuals

6a) Enter the number of attendees. Select if the attendees will be external visitors/vendors, PU employees, or both.

Attendee Parking

How many attendees and/or vendors do you expect will need campus parking?

- 1 +

Attendees (Select a minimum of 1 and a maximum of 2)

External Visitors/Vendors

Princeton Employees

7) Choose “Traffic and Parking Management” if you would like a parking attendant to assist with traffic management at your event. *There is a charge for this service.*

Transportation and Parking

Parking

Attendee Parking

Traffic and Parking Management

Pick-Up/Drop-Off

More than ten individuals

Ten or less individuals

7a) Select the number of parking staff you would like for your event. Enter any special instructions in the text box. A member of TPS will contact you with more information.

8) Make a selection under **“Pick-Up/Drop-Off”** if your guests need to be picked up and dropped off on or near campus. Choose **“Ten or less individuals”** or **“more than ten individuals”** based on the number of passengers.

8a) Enter the number of passengers, pick-up location, and drop-off location. A member of TPS will contact you with more information.

9) Added services will appear on the right side under **“Services Summary.”** To remove a service, click the red minus sign. To edit an added service, click the pencil icon.

Services For Your Reservation

Transportation and Parking

Parking	
Attendee Parking	Traffic and Parking Management
Pick-Up/Drop-Off	
More than ten individuals	Ten or less individuals

Services Summary

Transportation and Parking

30	Attendee Parking
Attendees	
• External Visitors/Vendors	
• Princeton Employees	
40	More than ten individuals
Pick up at Frist. Drop off at Seed Farm.	

Use the red minus sign to remove a selection

Use the pencil to edit a selection

10) A chart string is not needed at this time. Click the blue “Next Step” button on the top right of the screen.

The screenshot shows the 'Services Summary' section with two items under 'Transportation and Parking': 'Attendee Parking' (35) and 'More than ten individuals' (40). The 'Next Step' button is circled in red in the top right corner of the page.

11) Check the date you would like to add Transportation Services to. A member of TPS will be in touch within 3 business days with further details and/or a quote for additional charges.

Add Services Add Services

<input type="checkbox"/>	Date ^	Booking Time	Time Zone	Location	Event Type	Result
<input type="checkbox"/>	Sat Nov 1, 2025	3:00 AM - 4:00 AM	Eastern Time	McCosh Hall - 2	Lecture	
<input checked="" type="checkbox"/>	Sat Nov 1, 2025	3:00 AM - 4:00 AM	Eastern Time	Friend Center - 004	Lecture	